



Bill Owens  
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer  
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 11

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

DATE: March 23, 2006

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**  
[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
3/23/06	Mesa County Position Opening	Review with staff. File in General Correspondence File.





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SUBJECT: Mesa County  
Position Opening

DATE: March 23, 2006

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**MEMORANDUM**

The Mesa County Assessor's Office has a position opening for an Assessment Cartographer. See attached announcement for more information.



<p style="text-align: center;"><b>MESA COUNTY</b> General Employment Position Announcement</p>
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**ASSESSMENT CARTOGRAPHER**

**DEPARTMENT:**           **ASSESSOR**  
**Hiring Range:**         **\$ 15.84 to \$ 18.22/hour DOQ**

**JOB SUMMARY:**

Updates the maps and generates the vouchers which enable the County Assessor's Office to process all land boundary changes (including splits, combinations, subdivisions, and annexations by other entities). Responds to customer service requests. Provides technical advice and support to assist the staff in providing accurate and timely assessment information.

**ESSENTIAL JOB FUNCTIONS:**

Responsible for administration and maintenance of Digital Tax Parcel Layer, including topography and attribute files. By using applicable software, maps will be maintained to accurately represent land parcels, road right-of-ways, canals, streams, subdivisions, survey reference points, and similar factors; uses technical computer drafting equipment and techniques to enter boundaries on land maps; refers to legal descriptions, survey field notes, and subdivision plats to determine bearings, angles, and distances; computes land parcel areas using trigonometry, geometrics, and arithmetic; determines non-closures, and overlaps in legal descriptions and surveys; notifies attorneys, surveyors, and owners of deficiencies in parcel descriptions.

Receives recorded documents regarding land parcel changes; creates and/or records new parcel ID numbers, ownership information, irrigation water codes, tax area codes and special notes (if any); reports errors in documents and subdivision plans if necessary; figures acreage if needed.

Maintains a database and map of Tax Area Codes (TACs) which lists and allocates land parcels to TACs, including special information, notes required by the County's Assessor's Office; updates TAC map; provides updated data to the Assistant Deputy Assessor; may help determine most effective and acceptable manner of implementing new TAC numbers for new or changing special district boundaries.

Provides customer service to the public to help resolve questions regarding parcel history, ownership, and boundaries; helps resolve questions regarding water irrigation rights.

Identifies and transfers ownership of metes and bounds parcels, including update per deeds; prepare data for input to computer database.

May research departmental files and records to determine ownership of water rights and severed subsurface mineral rights for tax assessment purposes.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Two year college or technical school degree, including and/or supplemented by specific class work, on-the-job training, or experience in AutoCAD and manual drafting; and

Three to four years of progressively responsible related work experience; or

Any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

**How to Apply:** Obtain and submit a Mesa County Employment Application to: Mesa County Human Resources/Personnel, P.O. Box 20,000-5021, Grand Junction, CO 81502-5021 or 544 Rood Ave., Floor 3A, Grand Junction by 5:00 PM on Wednesday, 4/5/06. [www.mesacounty.us](http://www.mesacounty.us) ADA/EOE